

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES

POSITION LOCATION: ASDB-Tucson

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: Designated Managers and Supervisors

MINIMUM QUALIFICATIONS:

Master's Degree in Finance, Business, Accounting, Public Administration, Facilities Management, or related field from an accredited college or university with five years experience as a senior administrator, including significant academic preparation and/or experience in fiscal, capital and operational controls of a large Agency; or any equivalent combination of background, training, and experience as approved by the Superintendent.

PREFERRED QUALIFICATIONS:

Experience in educational and/or public sector setting(s).

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direction of the Superintendent, reviews, plans, organizes, directs, coordinates, and manages the statewide business services of the ASDB Agency consistent with the Agency mission, and in accordance with applicable State and Federal laws, Board Policies and Administrative Regulations. Responsible for the following functional areas of business services, including but not limited to, budget planning, capital planning, accounting, payroll, procurement, warehouse, facilities management and construction, grounds maintenance, housekeeping, security, capital improvement, risk management, energy and environmental management, loss prevention, transportation, and food service. Advises and consults with the Superintendent on relevant issues.

Researches, studies, analyze, interpret data, and provide recommendations to the Superintendent for safe, effective, and efficient operation of a State operated agency. Assists with policy and procedure development for proper controls of agency-wide business services. Assists in the operation of the ASDB Agency in a manner that is a positive, proactive reflection of a State agency serving the needs of students, staff, alumni, and members of the community. Reports and communicates business issues to other members of the Leadership Team and Agency staff as appropriate.

Plans, coordinates, assign, and direct the work of designated managers and supervisors. Conducts annual performance evaluations of direct reports. Meets on a regular basis with designated staff to maintain and enhance services that contribute to the mission and goals of the Agency. Utilizes conflict management skills to resolve internal personnel and management issues, and institutes policies and procedures pertaining to personnel issues with assigned staff. Assists in the professional development of designated staff.

Ensures timely and accurate reporting of financial transactions and activities. Utilizes a variety of technology to produce comprehensive financial status reports for the agency. Reports monthly financial status to the Superintendent for reporting to a 7 member Board of Directors. Develops and maintains agency interface with the State's accounting system (AFIS). Responds to financial audits and implements recommended changes. Provides information as requested by legislative budget analysts and reconciles information.

Projects all State and Federal revenue, fixed costs, personnel activity and student populations. Monitors a billing/receivable system to accommodate out-of-state student tuition, public school tuition, county student assistance charges, special education institution voucher funds, the school districts in the Regional Cooperatives, and other special funding agreements. Develops, revises, adjusts, and ensures fiscal control, personal services control, and budget control for all accounts, budgets, and funds, including appropriated and non-appropriated State funds, internal service funds, Federal assistance funds, matching grants, non-federal grants, student fiduciary and activity funds, and endowment funds locally invested. Plans, prepares or directs the preparation of all fiscal reports including Federal and other special funds, agency annual report, fiscal year-end closing reports, capital and operating budgets.

Assists in the development, maintenance, and short- and long-range planning for physical facilities. Manages contracts and capital leases. Serves on various committees, task forces, and /or councils. Performs other duties as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, concepts and practices of government accounting, budgeting and fiscal management systems; generally accepted accounting practices; the methods, techniques, and applications of automated data processing in complex government accounting systems; State laws, policies and regulations governing State accounting and purchasing requirements; budget planning and preparation.

Ability to plan, organize, facilitate, coordinate and implement actions; handle issues on a proactive basis and provide closure; produce clear, concise written reports; effectively lead and work with teams within and outside the Agency. Ability to supervise and deal with a diverse workforce.

Exceptional communication skills, including public presentation; analytical skills; and human relations skills. Skilled in strategic planning to enhance Agency performance. Sign language skills or willingness to learn.

SPECIAL REQUIREMENTS/CONDITIONS:

Travel is required.